

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 15 October 2018 at 7.15pm.

Present:

Councillor – V Guglielmi, Langstone, Woods (taking minutes), Miles, Baker, Adcock-Jones, Payne and Pretty

Note: due to late arrival the meeting began at 7.20pm

Also in attendance:

0 Members of the press

5 Member of the public

Apologies:

Clerk; Mrs Peachey, Cllrs Brown, C Guglielmi and Smith

Not in attendance:

Cllr Elkin

53/1819 Minutes of the Previous Meetings:

To approve the minutes of the Council meeting held on **Monday 17 September 2018**

Proposed: Cllr Miles **Seconded:** Cllr Langstone **Agreed**

54/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Full Council's comments to the Grange Road appeal. Note: Date of appeal now known.	On going
Clerk to post comments to the planning portal	Completed
As members of the planning committee had not had chance to review the plans prior to the meeting, application to be taken to Planning Meeting of 1 October 2018. Note: October Planning meeting not quorate therefore now beyond the 21days (B/fwd to this meeting's Agenda)	Completed
Request for a pre-school to set up camp for a day (during daylight hours) at Owls Flight Dell. Note: Preschool redirected to TDC as the intended area is in TDC's ownership.	Completed
Carry forward proposal Mrs St. James work as a Clerical Assistant for 3hrs per week at her normal rate of £10 per hour to carry out specific functions.	Completed
Changing the name of Council – Clerk to make enquiries	Completed
Reducing the number of meetings per year – Cllr Langstone produced a discussion document (circulated with Agenda) with the intention that if approved the new dates be put in place from January 2019. Note: as there were a limited number of councillors in attendance the Clerk was asked to circulate the proposed amendments for further discussion next month (October).	Completed
Clerk requested to write to Highways and copy in Manningtree School to get both the zig zag lines and the bus sign removed/painted over. Queried but no response to date	Ongoing
From May Meeting	
GDPR – to appoint LCPAS as DPO Legislation/guidelines may be amended and Parish Councils may not now have to appoint a DPO therefore no action taken at this time. Note: advised by EALC Parish Council's do not have to appoint a DPO	Completed

55/1819 Declarations of Interest:

Cllr Langstone item 57/1819 d) i) - expenses

56/1819 Public Voice:

- a) A resident raised parking issues. Visitors and delivery drivers to Summers Park are affecting the Leftlys estate. *It was suggested the Considerate Parking Scheme at TDC be contacted for advice and the information would be passed to the County Councillor.* **To Highways agenda – Action**
- b) Bromley Road;
 - i) A resident raised concerns about parking in Bromley Road by parents dropping Children off at school. *Parking restrictions to be looked into.* **To Highways agenda - Action**
 - ii) Also raised, the dirty condition of the road following the starting of the development in Bromley Road and the coming and going of various trucks/plant. *Cllr V Guglielmi advised a conversation had been had with Rose (the builder) and asked the resident to keep council informed should the situation deteriorate again.*
- c) Proposed Development by Gladman Homes at Grange Road; details can be found on TDC’s Planning Portal. Appeal date(s) 11th and 12th December 2018. Action group has a list of objections and has appointed a professional Planning Advisor. A controversial document on TDC’s Planning Portal was identified as outlining areas of agreement. The support group has asked LPC to challenge this before it is agreed. *Cllr Baker will go through the Gladman documents. Highlighted by Cllr Payne- access may be required to the School Lane recreation ground to connect drains. Cllr V Guglielmi indicated LPC would challenge the application. Cllr C Guglielmi will represent LPC at the appeal hearing. Cllr V Guglielmi encouraged individual responses in addition to LPC’s response. Cllr Baker will email any further information to Councillors.* **To Planning Committee - Action**

d) Reports received from:

- The District Councillor
- The County Councillor *Highlighted; funds made available by Highways for ‘Pothole’ repair. Councillors are asked to provide locations for the 10 worst Potholes for repair in Lawford.* **To Highways Committee - Action**
- Crime report for August received from Cllr Baker.
 - i) It was noted the crime figures were down on the previous month.
 - ii) An ANPR camera has been placed on the White Bridge (A137) as part of the ‘County Lines’ initiative.

All reports will be published on council’s website or can be obtained by prior request to the clerk

57/1819 Finance: (No meeting held since last Full Council)

- a) Official confirmation (email from treasurer) that Ogilvie Hall will not require additional finance to complete their repairs.
- b) Approval of spend for item 61/1819 d) if replacing vandalised Elephant Springer is agreed. **Proposed: Cllr Miles Seconded: Cllr Pretty Agreed Action**
- c) **New Office Computer:** Mr St James has researched options for the purchase of a new office computer (*see email circulated with agenda*) **Proposed** a new computer be purchased as per Mr St James recommendations. **Proposed: Cllr Adcock-Jones Seconded: Cllr Pretty Agreed Action**
- d) **Council’s expenditure:**
 - i. Expenditure approved by Council

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	334.87

BT	Office Communications	63.06
Ogilvie Hall	Monthly Rent for the Parish Office	300.00
E-on Energy	Tennis Courts	8.44
Items of Expenditure to be approved and cheques signed by Councillors		£
Monthly Salaries	Staff payments	1,128.86
Inland Revenue	Now paid quarterly	
Clerk	Mobile top up	10.00
Dave Childs	Handyman	435.50
Landscape Services	Grass Cutting Inv.	1,080.00
Playquip	Repairs	764.71
Evergreen Office supplies	Cartridges - bin bags	93.28
Ogilvie Hall	Hall Bookings	76.50
Mr St James	Consultancy - computer	30.00
Cllr Langstone	Hazard Tape to close Riverview Playground	11.98
Venture Centre	Deposit for Parish Meeting	30.00
		Monthly Spend £4,367.20
FFF		
Martin Rayner	For repairs to hired equipment	43.20
		FFF Spend £43.20

Proposed: Cllr Baker **Seconded:** Cllr Pretty **Agreed**
Clerk to Post cheques - **Action**
Note: Cllr Langstone abstained

- ii. **In line with audit guidelines** Cllr Langstone verified that invoices and the prepared cheques agree and confirmed by initialling both cheque and invoice in **green ink**. (Cllr Pretty verified Cllr Langstone's personal payment)

58/1819 Planning: (Minutes circulated with Agenda)

- a) Minutes of the meeting held on **3 September 2018** were agreed. **Note:** could not be agreed at the Planning meeting as it was not quorate. **Proposed:** Cllr Payne **Seconded:** Cllr Woods **Agreed**
- b) **Council's comments to the Grange Road appeal.** See item 56/1819 c) the Planning Committee will formulate a response. **To Planning Committee - Action**

Received 03/09/18

- c) **18/01437/FUL** 44 Colchester Road, Lawford, CO11 2BA
Proposed side and rear extension, loft conversion, rear dormer, and internal alterations
Note: despite being viewed by members of the planning committee at Full Council 17/09/18, this application could not be formally approved or comments posted to the Planning Portal as Planning meeting was not quorate. For information LPC had no objection to the plan when viewed on 17/09/18. **Proposed:** Cllr Miles **Seconded:** Cllr Langstone **Agreed**

d) For information only:

18/01519/TELLIC Installation of 300metre Microwave dish height of 25.5metres on to existing lattice tower – Manningtree STW, Greensmill, Lawford.

Received 27/09/18

Brought forward to Full Council for formal approval.

- e) **18/01344/FUL** 32 Taylor Drive. *Proposed 2 storey side extension and relocation of brick wall for additional parking* **Viewed by Cllr Miles and Cllr Langstone – No objection**

Proposed: Cllr Miles Seconded: Cllr Langstone Agreed

- f) **18/01636/TPO**, Oak House, 126 Colchester Road, Lawford, CO11 2BH
2 No. Lime Trees - crown reduction by one third (circulated with agenda) **No objection**

Proposed: Cllr Miles Seconded: Cllr Langstone Agreed

59/1819 Specials - meeting between Les Hawkins and the Clerks from Lawford and Manningtree

Council's to gather general information. Meeting held on 26 September 2018 at 12.30. (Report circulated) **For decision;** whether or not council wish to proceed to the next step. **Proposed** this be pursued and a meeting set up between Lawford and Manningtree Councillors and that Mistley also be invited.

**Proposed: Cllr Baker Seconded: Cllr Pretty Agreed
Action**

Suggestion; to facilitate an in depth discussion (as time is limited at Full Council meetings) it is suggested two Councillors from each Parish meet and the resulting proposals be taken back to their respective councils. **For consideration:** which council to be billed, how spend is to be divided between councils, how many Specials to be sought and the site for the advertisement.

60/1819 Highways and Transport: (Minutes circulated with Agenda)

- a) Devolution and Public Realm/Highway Service. Following discussion it was agreed council would not pursue this.
- b) Long Road Crossing - LTEN173001 – Cllr C Guglielmi will take this forward.
- c) **VAS Battery replacement;** Clerk has made enquiries of Westcotec regarding the cost of replacing batteries and alternatives. Westcotec have responded advising batteries are known to last for 10years, followed by a number of questions regarding the charging and movement of batteries/VAS. Referred Westcotec to council's handyman to respond to questions. Awaiting outcome. *Cllr Langstone advised a risk assessment will be carried out at each of the VAS sites since council's Handyman has highlighted dangers when removing/replacing the VAS.*
- d) Chelmsford Motor Club – documents relating to road closures for a proposed Rally to take place 29 April 2019 were circulated requesting any response by 22nd October 2018. *Overall the event was well received last year and caused minor disruption in Lawford. It was proposed if TDC/ECC approved LPC would have no objection but request information as it becomes available.*

**Proposed: Cllr Adcock-Jones Seconded: Cllr Miles Agreed
Action**

61/1819 Amenities: (Minutes circulated with Agenda)

- a) The minutes of the meetings held on **6 August 2018** were approved
Proposed: Cllr Langstone Seconded: Cllr Miles Agreed
- b) **Riverview purchase, overage terms for discussion/decision** – Cllr Adcock-Jones was concerned about the terms and felt more consideration to the clauses before the document was originally signed, but will need to go ahead to secure and complete the purchase.
**Proposed: Cllr Langstone Seconded: Cllr Pretty Agreed
Action**
- c) Quote received after Amenities meeting for LPC's handyman to clear/cut area behind Lydgate Close and maintain on a regular basis.
Cost: £600.00 to clear and 2-3hours per month to maintain
Proposed: Cllr Adcock-Jones Seconded: Cllr Miles Agreed
- d) **Proposal** council go ahead with replacing the vandalised Elephant Springer at Riverview before the insurance claim is settled? **Cost: £997.67 + VAT.**

**Proposed: Cllr Langstone Seconded: Cllr Baker Agreed
Action**

Note: Dolphin was suggested but to obtain would take several weeks, however a Stegosaurus was in stock and Playquip advised that although more expensive they would install for the above cost.

62/1819 Personnel, Policies and Regulations: (No meeting held since last Full Council)

- a) **Proposal Mrs St. James** work as a **Clerical Assistant** for 3hrs per week at her normal rate of £10 per hour to carry out specific functions. This to begin as soon as approved and continue for 3months when it will be reviewed. *Note: meeting being held Wednesday 24th October 2018 with Cllr Langstone, the Clerk and Mrs St James to discuss the way forward.*

Cllr Adcock-Jones queried if this would be sufficient time and was advised it will be kept under review.

Proposed: Cllr Langstone Seconded: Cllr Pretty Agreed

- b) **Reducing the number of meetings per year** – Proposed the discussion document produced by Cllr Langstone be adopted with effect from January 2019

Proposed: Cllr Langstone Seconded: Cllr Miles Agreed

- i. **Proposal that there be no Full Council meeting in December 2018** (Committee meetings to go ahead as normal) **Proposed provision to approve councils spend and to sign cheques** – *Clerk to email expenditure to councillors Thursday 13 December 2018. Three members of the Finance Committee to visit the Council Office at 10am on Monday 17 December 2018. One to agree cheques to invoices and two to sign cheques.*

Proposed: Cllr V Guglielmi Seconded: Cllr Pretty Agreed

Action

- c) **For Information: Operation London Bridge** Manningtree Councillors discussed this in detail at their last meeting and it was agreed that whereas they would support having a book of condolences at Manningtree library they do not wish to allocate a designated place for any floral contributions.

Agreed

d) **Parish Meeting:**

- i. Proposed a Year Book be produced for the Parish meeting (*example circulated with Agenda*) **This was well received.**
- ii. *Also suggested LPC has its own stall.*
- iii. *Suggested the Full Council Meeting be cancelled in April 2019 unless an urgent matter arises when an extraordinary meeting can be called.*

Proposed: Cllr Miles Seconded: Cllr V Guglielmi Agreed

63/1819 Other Meetings Attended/being attended by Councillors

- a) Cllr Baker will; be attending Railways, Highway's and Bus meetings as well as a Presentation by Taylor Wimpy at Brantham on 7 November 2018
- b) Cllr Pretty will be attending the Ogilvie Hall Management Committee meeting

There being no further business the meeting ended at 9.15 pm.

Signature (Chairman):  Date: 19/11/18